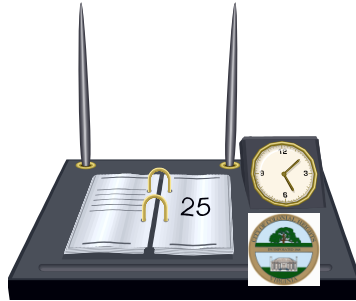


CITY MANAGER'S REPORT TO CITY COUNCIL FEBRUARY 2015



I. PUBLIC WORKS & ENGINEERING:

ENGINEERING AND DEVELOPMENT

Transportation Capital Projects

- ***Boulevard/Dupuy Widening Project (Battery Place to Blvd., Lafayette to Pickwick, Intersection Improvements) (UPC 3945, 90374, 52434) –Urban and CMAQ Programs*** – The construction of a protective concrete slab above the Verizon duct banks agreed upon by Verizon and Shoosmith. Verizon agreed to compensate the contractor and consultant for their respective design and construction of this slab. Another time extension was granted for weather delays and utility conflicts. Anticipated completion date is now May 2015.
- ***Safe Routes to Schools- Phase 2 (Middle School), UPC 102836*** – Construction plans under review. Start of construction anticipated Q2 CY 2015.
- ***Safe Routes to Schools (North Elementary School Phase I) UPC 105233*** – Preliminary Engineering work and surveying work on-going.
- ***Safe Routes to Schools (North Elementary School Sidewalks) UPC 106188*** – Preliminary Engineering and environmental work has begun.
- ***Holly Avenue Reconstruction (Revenue Sharing) UPC 105690*** – Preliminary Engineering work beginning.
- ***Temple Avenue & Conduit Road Right Turn Lane, UPC 98882 (CMAQ Program)*** – Project under construction. Abnormal weather has slowed progress.
- ***Dupuy Avenue Modernization, UPC 101287*** – Right of Way acquisition in process. To date, twelve (12) property owners have accepted offers. Negotiations continue with remaining.
- ***Lakeview Avenue Modernization, UPC 101288*** – Notification letters have been sent to all affected property owners. Consultant is appraising property and preparing offers.
- ***Government Center Enhancement Project (Phase II – James Avenue to A Avenue) UPC 78222*** – City preparing bid package for solicitation. Advertisement for construction bids anticipated Q1 CY 2015.
- ***Temple Avenue Signal Coordination (UPC 98883) (CMAQ Program)*** – Request for signatory authority on project agreement is forthcoming.
- ***Appomattox Green River Trail Phase IV (UPC 105236)*** – Phase IV 90% construction plans submitted to VDOT for review. Start of construction anticipated Q3 CY 2015.

Utilities Capital Projects

- ***Boulevard Water and Sewer Replacement*** – Construction complete. Line is in service.
- ***Lakeview Avenue Water and Sewer Replacement*** – Design in process.
- ***Dupuy Avenue Water and Sewer Replacement*** – Design in process.
- ***Bruce Avenue Storm Drainage Phase III and Phase IV*** – Project has been advertised for construction bids. Bids to be received March 20, 2015.
- ***Snead Avenue Drainage Project*** – Construction in process with completion anticipated by June 2015.
- ***Danville and Lafayette Avenue Sanitary Sewer Repair*** – Construction of water line and sanitary sewer line complete. Street restoration will be completed as weather permits.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

Plan Reviews

- Received and reviewed one (1) plan of development (O'Reilly's Auto Parts (Construction Plans) – Boulevard).
- **Redevelopment of 401 Temple Avenue (Kroger)** – City plan review comments issued to Kroger on 1/6/15. VDOT awarded a contract to American Infrastructure for the construction of the Temple/I-95 Interchange Project and issued Notice to Proceed. The Kroger team is discussing cooperative improvements with the contractor.

Right-of-Way Permits

- Issued three (3) permits.

OPERATIONS AND MAINTENANCE

Traffic Operations

- Replaced/maintained signals, signs, markings and street lighting – 59 locations.
- Performed preventative maintenance - 4 locations.

Vegetation

- Removed litter from (04) locations, responded to (03) litter miscellaneous/dead animal requests.
- Removed (03) flatbed dump truck loads of limbs that fell on the street from a truck at Bruce Avenue and Battery Place.
- Trimmed limbs in alley between Hamilton and Cameron Avenues.
- Trimmed bushes blocking view of traffic on Dunston Point Parkway.
- Removed a flatbed dump truck load of storm damage at (01) location.
- Located property pins to determine ownership of tree that fell on Plumtree Avenue.

Recycling Center

- 75 citizens used the Recycling Center to dispose of Category 1 Materials, brush, metal products and other recyclable materials.

Storm Water and Drainage

- Cleaned (60) catch basins, (04) drainage ditches, (04) drainage pipes and (04) misc drainage requests.
- Sweeper collected (60) cubic yards of debris from (06) locations.
- New dump truck was placed in service for the Storm water Division.

Transportation

- Placed Asphalt in (20) potholes, shoulder of street at (01) location, drainage swell at (01) location and responded to miscellaneous asphalt request at (01) location.
- Placed gravel in alleys between Richmond and Norfolk 1 ton of 57's, Hamilton and Lafayette 1 ton of 57's and Hamilton and Cameron Avenues 2 tons of 21a stone.
- Placed gravel on shoulder of street at (02) locations.
- Placed 137.9 tons of salt and 345 tons of mix salt/sand on streets during snow/ice event on February 16th through February 27th.
- Responded to (08) snow/ice related citizen miscellaneous requests.
- Graded gravel area with motor grader to Old Landfill at 1000 East Roslyn Road.
- Repaired seven sections of fence on top of the retaining wall on hill near Carroll Avenue.
- Assisted Police and Fire Departments with an oil spill on Bluff Terrance, debris in street and closed street from an accident at Lakeview Avenue, glass in street on Heron Run Drive and closed streets due to an accident at Conduit Road and Westover Avenue and on Swift Creek Lane for power lines down.
- New dump truck was placed in service for the Street Division.
- Cleaned and performed preventive maintenance/repairs on City's vehicles.

I. PUBLIC WORKS & ENGINEERING (CONTINUED):

Wastewater Utility

- Responded to (13) sewer backups, flushed sewer line at (03) locations and trouble spots at (05) locations, installed (04) cleanouts and responded to (07) sewer miscellaneous requests.
- Repaired sewer main/lateral at (03) locations and replaced manhole top at (01) location.
- Camera sewer line to find problem area at (01) locations and cut roots from line at (01) location.
- Placed gravel in utility cuts at (03) locations.
- Placed ice melt on sidewalks and cleaned parking lots after hours at City Hall, Police, Fire Stations, Library, Animal Shelter and Courthouse parking lot during snow/ice event.
- Removed debris from pumps and carried a pump to Tencarva for repairs at Main Pump Station.
- Cleaned top layer of debris off wet well with flusher truck at Charles Dimmock Pump Station.
- Replaced both wear rings in pump # 2 due to high amp usage at C&B Pump Station.
- Cleaned floats on pump at Sherwood Hills Pump Station.
- Reversed phases, back flushed and lower amps on pump 2 at Dunlop Farms Pump Station.
- Continue monitoring all pump stations and methane pump daily.

Water Utility

- Replaced (18) meters, (02) meter tops, (01) saddle, (02) boxes and responded to (10) water miscellaneous requests.
- Raised a meter box to grade at (01) location.
- Installed a new meter at (01) location.
- Repaired (03) water mains, (01) meter leak.
- Flushed hydrant for discolor water at (01) location.
- Turn off/on water meter at (09) locations for leak in house.
- Assisted with snow/ice event cleaning intersections and parking lots when needed.
- Backflow/Cross Connection Technician conducted (51) surveys, (06) completed, (45) incomplete and assisted with locating water and sewer lines performing (08) hours.
- New dump truck was placed in service for the Utilities Division
- Interviews for Utilities Maintenance Specialist completed waiting for Back ground check and Physical Exam results.
- Collected weekly routine water samples.
- Miss Utility locating required (173) man-hours.

II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT:

- ☆ The Department of Planning and Community Development still had a productive month even though the weather tried to slow down the mobility of our operation. The interim director has almost completed a draft document outlining the initial assessment of the department to specifically review functionality of the department, allocation of resources, and how best to reorganize and refocus the department based upon the goals of City Council and the City Manager. As part of this assessment and City Council's policy direction, the interim director has made recommendations on needed positions to the City Manager and has initiated a search for these positions. The drafting of a departmental policy and procedures manual began this month as well.
- ☆ The planning division has been active in reviewing sign and fence permits, answering zoning questions, answering inquiries from citizens and businesses, drafting new letters for code enforcement violations, reviewing issues relevant to the Dupuy and Lakeview Modernization Projects, and other various daily activities.
- ☆ During February, the code enforcement division structure was created to begin aggressive enforcement of inoperable vehicles. Request for proposals (RFP) were accepted for towing and storage services and a contract was awarded to a local business. Now that the contract is in place, the division will begin to actively use the towing service as an enforcement option.
- ☆ The building inspections division has been active in issuing and inspecting commercial and residential permits for building, electrical, mechanical, and plumbing. There are several commercial developments continually progressing and receiving various inspections in the construction process. The Building Official has started the initial process of what could lead to the demolition of five (5) properties in the

II. PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT (CONTINUED):

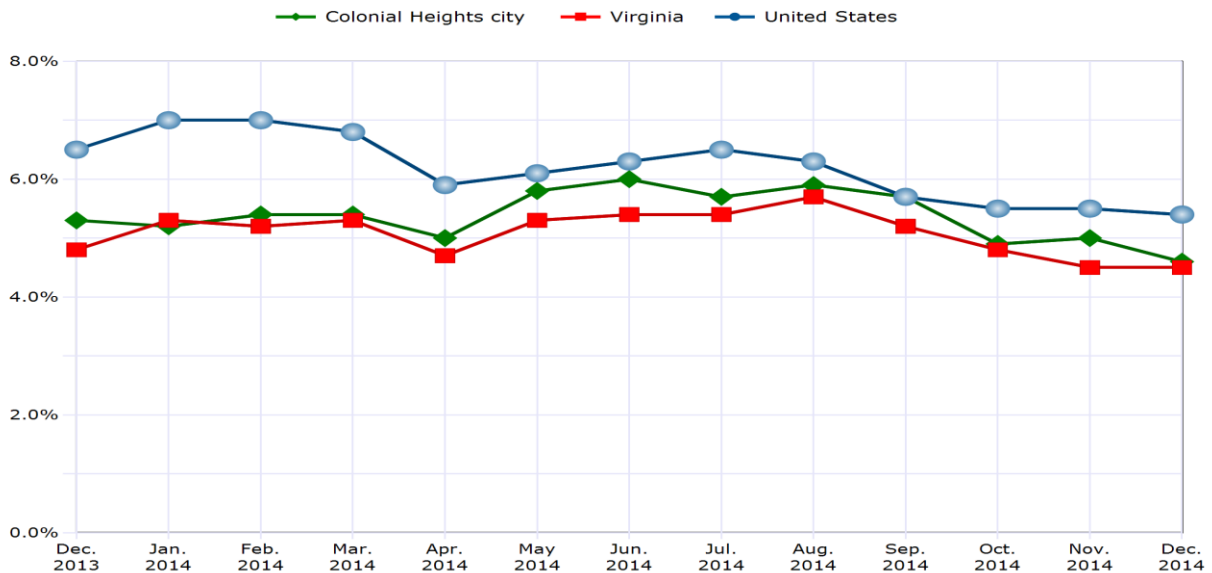
City. These properties have been deemed unsafe or unfit for human occupancy under the Virginia Property Maintenance Code which is within the Virginia Uniform Statewide Building Code (USBC).

- ☆ Elke Gibbs has continued to provide administrative and operational support several hours per week. We are hopeful for a permanent solution to these needs in the near future. The spreadsheet below depicts the department's monthly statistics.

	Month	YTD		Month	YTD
Code Enforcement			Building Permits		
Tall Grass			Permits		
Violations	0	0	New Residential	0	0
Violations Resolved	0	0	Cost	\$ -	\$ -
Contractor Properties Cut	0	0	Res. Additions/Alterations	11	14
Total Inspections	0	0	Demolitions	0	0
Inoperable Motor Vehicles			Commercial	6	9
Violations	34	62	Cost	\$ 207,997	\$ 304,997
Violations Resolved	20	29	Plumbing	10	24
Vehicles Towed	0	0	Electrical	10	26
Total Inspections	34	127	Mechanical	3	8
Building Code			Swimming Pool	0	0
Violations	6	8	TOTAL PERMITS	40	81
Violations Resolved	1	1			
Total Inspections	6	8			
Property Maintenance			Building Inspections		
Violations	7	15	Residential	63	163
Violations Resolved	3	3	Commercial	67	117
Total Inspections	7	25	TOTAL INSPECTIONS	130	280
House Numbers			Zoning Permits		
Violations	0	0	Fence	1	2
Violations Resolved	0	0	Signs	5	16
Total Inspections	0	0	TOTAL PERMITS	6	18
Zoning			Other Activities		
Violations	0	0	Water Shut Off letters	0	0
Violations Resolved	0	0	Court Cases	0	0
Total Inspections	0	0			
Signs					
Violations	0	3			
Violations Resolved	0	3			
Total Inspections	0	5			
Grafitti					
Violations	0	0			
Violations Resolved	0	0			
Total Insections	0	0			
Other/Miscellaneous					
Violations	1	1			
Violations Resolved	0	0			
Total Insections	1	1			
TOTAL INSPECTIONS	48	166			

III. ECONOMIC DEVELOPMENT DEPARTMENT:

UNEMPLOYMENT 2013/2014/2015 Colonial Heights City



Labor Force, Employment and Unemployment for Colonial Heights city in February, 2015

The table below shows the monthly not seasonally adjusted Labor Force, Employment and Unemployment data for Colonial Heights city in December, 2014.

Labor Force	Employed	Unemployed	Unemployment Rate	Preliminary
9,029	8,615	414	4.6%	No

*Chesterfield 4.4%unemployment
 *City of Hopewell 7.0% unemployment
 *City of Petersburg 8.8% unemployment
 *Dinwiddie 5.3% unemployment
 *Prince George 5.2% unemployment

Prospect Activity

Direct Requests for Information: 2
 Sites/Bldgs. Submitted 0
 Active Projects 1

- These numbers do not reflect projects already underway such as Aldi, Steak n' Shake, O'Reilly's etc.

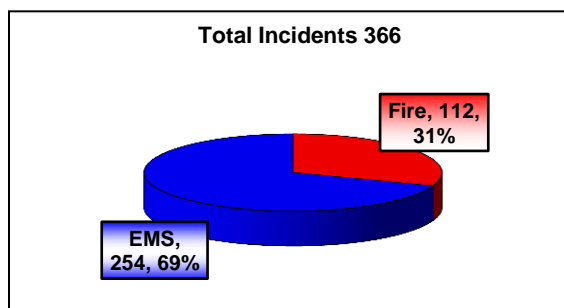
IV. POLICE DEPARTMENT:

- ✓ Our officers responded to 3,069 calls for service during the month of February, 2015. During the same month last year, we responded to 3,462 calls for service—an 11% decrease. We had two (2) reported robberies this month, and one (1) was reported in February of 2014—a 100% increase. We had one (1) reported aggravated assault this February, with one (1) being reported during the month of February, 2014—no change. We had eight (8) reported burglaries in February, 2014, compared with three (3) reported during the month of February, 2015, a 62% decrease. There were 83 Part I, or serious, crimes reported to the Colonial Heights Police Department in February, 2015. Forty-four (44) of those, or 53%, have been cleared. Specific percentages for the Part I crimes and arrests are available upon request.
- ✓ The month of February was a challenging month as we worked through record cold temperatures, two significant snow storms, and lots of rain. Our staff utilized four-wheel drive vehicles for several days during the month in order to traverse the affected roadways. In spite of the nasty weather during the month, our officers affected 338 total arrests for the month. Ninety-one of those arrests were for drug offenses.
- ✓ The State Police Dive Team located John Pratsinak's body in Swift Creek in the latter part of February, giving his family and friends some closure. He is the young man who had been missing since Christmas Eve, 2014. The Medical Examiner's Office deemed the death as an accidental drowning.
- ✓ We interviewed nine (9) applicants for the vacant police officer position, and have narrowed the list down to four (4) potential candidates. Ms. Jennifer Carpenter reports having received over 500 applications for our pending staff assistant vacancy. To date, we have narrowed the vast pool of applicants down to 12. Lastly, our detectives are nearing completion of five (5) background investigations for the positions available for Auxiliary police officer.
- ✓ Our **Operations Bureau**, commanded by Capt. Keith Early, reported a very productive month from our Special Operations Unit. Considering the adverse weather conditions throughout the month, our Uniform Patrol also produced a solid month.
 - We had several seizures of U. S. currency during the month. Our officers took possession of over \$66,000.00. Most noteworthy was Officer Eric Allen's seizure of \$59,960.00 from a traffic stop in which the occupant provided highly suspicious statements regarding his travel and rationale related to possession of the monies. The Virginia Fusion Center was provided with relevant information.
 - Career Officer Jeff Santini coordinated and executed a prisoner extradition from the State of North Carolina.
 - Our Animal Control staff continues to receive countless donations. Through the generous contributions from Wal-Mart, we have not had to purchase dog food during this fiscal year.
 - Capt. Early served on an oral review panel for the Prince George Police Department when he assisted with their lieutenant promotional process.
 - Our officers engaged in four (4) emergency vehicle pursuits during the month. One of the pursuits was terminated due to adverse conditions, and the other three resulted in arrests.
- ✓ Our **Special Operations Unit**, as previously mentioned, had a very productive month. These officers initiated 36 new cases, issued 64 traffic summonses, obtained 22 felony warrants, 51 misdemeanor warrants, and served 15 outstanding warrants. A total of 18 narcotics-related arrests were affected. In addition, we executed two (2) drug-related residential search warrants during the month.
- ✓ In response to several reported larcenies from parked vehicles around the Southpark Mall area, our Special Operations Unit conducted directed patrols and surveillance operations, with no results.
- ✓ The **Law Enforcement Services Bureau**, commanded by Capt. Wayne Newsome, also reported his division as having a solid month. Highlights from their reported activities are as follows:

IV. POLICE DEPARTMENT (CONTINUED):

- As previously mentioned, we are immersed in the hiring processes for our police officer vacancy, our pending staff assistant vacancy, and filling our additional Auxiliary officer positions.
 - Sgt. Terry Long participated in an audit of our Auxiliary Patrol training files conducted by the Department of Criminal Justice Services.
 - Sgt. Rob Ruxer completed and submitted the 2016 *DMV Highway Safety Grant* requesting monies for overtime, training, and the purchase of radar and LIDAR units.
- ✓ Our **Investigations Division** has been assigned 20 new cases for the month, with 14 of those investigations being cleared, as well as four (4) from previous months, for a 90 percent clearance rate. Twenty-nine (29) concealed weapon permits were also processed, as well as one (1) precious metal permit. Cases included burglary, two missing persons, fraud-related offenses, theft from vehicles, sexual abuse, reckless handling of a firearm, three (3) runaway juveniles, and five (5) background investigations.
- ✓ **Overall**, we made 338 total arrests, worked 83 crashes, wrote 422 traffic citations, executed 857 traffic stops, affected 13 DUI arrests and 91 drug arrests, and issued 41 parking citations.
- ✓ **Master Officer Travis Karr** was selected as our *Employee of the Month* for January, 2015. During January, Master Officer Karr investigated 23 criminal cases, resulting in a 100% clearance rate for the month. In addition, he issued 30 traffic summonses, obtained 12 felony warrants and 27 misdemeanor warrants. He also arrested two fugitives and conducted three covert drug buys. He also had a confidential informant contact him about the three armed robberies that occurred in Colonial Heights. Based on this meeting, he was able to identify the potential suspect and determined the suspect's location. This information was then given to Sr. Detective Thad Johnson, who continued the investigation, resulting in the arrest of the suspect on unrelated charges. Ultimately, the suspect confessed to all three robberies in Colonial Heights, in addition to a robbery in Chesterfield County.
- ✓ This is not Travis's first nomination for this award. He is consistently striving to meet the department's overall mission of protecting the people and property within the community. He is truly committed to law enforcement and diligently maintains his professionalism and work ethic at all times. It is for this reason that he should be recognized again as our *Employee of the Month*.

V. FIRE & EMS DEPARTMENT:



Total Fire Type Incidents: 112

(Total Fire Loss \$15,575):

Total Patients transported: 229

(Total EMS incidents 254)

Fire units arrived on scene in less than 9 minutes on 87.3% of emergency incidents.

(average response time 5:59 minutes)

EMS units arrived on scene in less than 9 minutes on 95.3% of emergency incidents.

(average response time 5:19 minutes)

Fire Division (number of incidents):

<u>Fires</u>		<u>Hazardous Situations</u>		<u>Service calls and false calls</u>	
Building Fire	1	Building/Structure weak	1	Good Intent Calls	17
Cooking Fire	1	Power Line Down	1	Public Service	63
Trash or rubbish Fire	1	Gas or Flammable Liquid Spill	1	Alarm Activation (no fire)	11
Dumpster Fire	1	Electrical wiring/equipment	3	Child Seat installation	2
Other Fire	1	Gas Leak (natural or LPG)	1	Smoke detector installation	5
		Oil or Other Liquid spill	1		
		Overheated motor	1		

V. FIRE& EMS DEPARTMENT (CONTINUED):

M/A to First Responder Chesterfield EMS	7	M/A from Chesterfield Fire	5
M/A to Petersburg Fire	2		
M/A to Chesterfield Fire	1		

EMS Division (number of patients treated)

Abdominal Pain	16	Epistaxis (Non-Traumatic)	2	Pain	14
Airway Obstruction	1	Fever/Hyperthermia	1	Poisoning/Drug Ingestion	2
Allergic Reaction	2	G.I. Bleed	3	Respiratory Arrest	1
Altered Mental State	11	General Malaise	2	Respiratory Distress	14
Back Pain (Non-Traumatic)	4	Headache	4	Seizure	4
Behavioral/Psychiatric	6	Hypertension	3	Stoke/CVA	1
Cardiac Arrest	2	Hypotension	2	Syncope/Fainting	4
Cardiac Rhythm Disturbance	6	Nausea/Vomiting	4	TIA (Transient Ischemic Attack)	3
Chest Pain/Discomfort	17	No Apparent Illness/Injury	6	Traumatic Injury	34
Congestive Heart Failure	1	OB/Gyn-Unspecified	1	Unconscious	1
Dehydration	2	OB/Gyn-Pregnancy	1	Weakness	12
Diarrhea	1	Obvious Death	2	Other	51
M/A to Hopewell EMS	1	M/A received from Ft. Lee EMS	1		

EMS Transports (by facility)

Southside Regional Medical Center	156	75.73%
CJW Medical Center –Chippenham Campus	24	11.65%
John Randolph Medical Center	14	6.80%
VCU Health Systems	6	2.91%
St. Francis Medical Center	2	0.97%
CJW Medical Center-Johnston Willis	1	0.49%
Henrico Doctor's Hospital-Forest	1	0.49%
Henrico Doctor's Hospital-Parham	1	0.49%
St. Mary's Hospital-Richmond	1	0.49%
Total:	206	100%

VI. FINANCE DEPARTMENT:

Finance - Checks processed: 1,016

No alarm citations were processed during February.

Purchasing - 151 total purchase orders completed with 106 being processed by purchasing and 45 departmental purchases being reviewed as compared to 223 being completed for the same period in 2014. In addition 97 check requests were prepared by departments which are not processed by Purchasing.

Bids Issued/Opened during the month:

- Invitation #14-010702-1036 Information Technology Services. Issued on Nov 30th with proposals received on Jan 7th and currently being reviewed.
- Invitation #15-012302-1037 Dugouts, Shepherd Stadium. Issued on Jan 11th with proposals received on Jan 23rd and currently under construction.
- Invitation #15-012802-1038 Section 125 Benefits. Issued on Jan 9th with proposals received on Jan 28th and currently being reviewed.
- Invitation #15-021802-1039 Towing & Storage Services. Issued on Feb 5th with proposals received on Feb 18th and contract is in place.
- Invitation #15-031102-1040 Bruce Avenue Drainage – Phase III & IV. Issued on Feb 13th with proposals to be received on Mar 11th.

Other Purchasing Activity:

- Contract for Courthouse Polycom video conferencing maintenance.
- Budgeted Vehicle purchased for Building Inspections
- Budgeted Bucket truck purchased for the Sign Shop by Lease Purchase.
- Proceeding with maintenance contract for major equipment at the Courthouse.

VI. FINANCE DEPARTMENT (CONTINUED):

Risk Activity:

- Insurance renewal process in process for Fiscal Year 2016.
- Major damage to traffic control box, crosswalk sign by traffic accident on Boulevard at Lakeview Ave.
- High wind brought down light pole at Lakeview tennis court.
- Several Claims for wheel damage due to rough roads & potholes.

Utility Billing:

Bi-monthly Utility Bills Sent – 3,621

Delinquent Notices Sent – 828 or 21.7% with 107 cut off for nonpayment.

Set off debt collected for February - \$0.

VII. HUMAN RESOURCES DEPARTMENT:

Advertisements

Department

Position

Circuit Court

Deputy II

Public Works

Public Works Technician

Planning/Community Development

Code Enforcement Inspector (P/T)

Planning & Economic Development

Community/Economic Development Specialist

Recreation & Parks

Van Driver

Landscaping Technician (P/T)

Recreation Assistant II (P/T) Teen Center

Recreation Assistant I (P/T) Playground

Recreation Assistant II (P/T) Playground

Applications & Testing

<u>Position</u>	<u>Total Applications Received</u>	<u>Total Hits on Job Announcement Page</u>
Staff Assistant	543	2,817
Van Driver	125	1,084
Deputy II	230	1,211
Recreation Assistant II (P/T) Teen Center	25	223

Training

- ☆ New employees continue to complete required ICS and VML University training courses.

Miscellaneous

- ☆ The following new employee orientation sessions were held in February 2015: Tiarra Murdaugh (Telecommunicator) and Kenneth Moore (Public Works Technician).
- ☆ The annual OSHA Summary Log (2014) was distributed to departments for posting throughout City buildings from February 1 – April 30, 2015.

Worker's Compensation

- ☆ No work related injuries/illnesses reported in February 2015.

VIII. INFORMATION TECHNOLOGY DEPARTMENT (CONTINUED):

- ☆ The City's website, www.colonialheightsva.gov, had 86,552 page views in the month of February.

<p>Top fifteen sites visited after home page:</p> <ol style="list-style-type: none">1. Library2. Real Estate Records Search3. City Employees Login4. Departments5. Animal Shelter6. Recreation & Parks7. Police8. Online Bill Pay9. Sports & Athletics10. Commissioner of the Revenue11. Records and Property Tax Maps12. Business Licenses & Taxes13. Assessments14. City Maps15. Recreation Programs	<p>Top five countries after U.S.:</p> <ul style="list-style-type: none"> France India China Germany Brazil <p>Top five regions after Virginia:</p> <ul style="list-style-type: none"> Maryland North Carolina Florida District of Columbia Pennsylvania
--	---

- ☆ Citizens submitted and city staff processed 205 service requests and questions through the “Let Us Know” module during the month of February. The City of Colonial Heights’ Facebook Page now has 3,717 fans and the City’s Twitter account has 502 followers.
- ☆ Proactive Information Management completed 68 hours of IT service and maintenance for City departments this month.
- ☆ A three-day ArcGIS training course will be held for all GIS committee members on March 10-12.

IX. LIBRARY:

- ☆ The library staff circulated 16,744 titles February.
- ☆ Three hundred and twenty-two e-books were downloaded, while 819 titles circulated on Kindles. There are now 1,945 residents using the library’s e-book collection.
- ☆ The public computer center was used 1,526 times, while the iPad center was used 117 times.
- ☆ Three hundred and three children participated in the Story Time program this month.
- ☆ The library’s meeting rooms were used by 117 groups.
- ☆ One hundred and twenty-one residents registered for new library cards, and an average of 446 residents used the library each day.

X. RECREATION & PARKS DEPARTMENT:

Recreation Division

In the month of February, the Recreation Department continued the youth basketball program. The youth basketball league will finish by mid-March with playoffs starting the first week in March. Due to weather and field conditions College Baseball games at Shepherd Stadium were cancelled. The University of Richmond is still scheduled to play a 3 game series against University of Pennsylvania March 13-15, a 2 game series with University of Minnesota March 17-18 and a game against William and Mary on March 24th. Construction on the new dugouts at Shepherd Stadium began in February and will be completed by mid-March. American Legion Post 284 presented a gracious \$20,000 donation for the project. The weather and school closings also forced us to cancel and modify many of our programs in February.

Recreation staff in conjunction with the City Manager's office completed and sent out to residents the Spring edition of the City Focus. Staff continues to work on Spring and Summer programs coming up to include the Sunshine 5K, Summer Playground Program and Summer athletic camps.

Athletics	<u>2015</u>	<u>2014</u>
Youth Basketball Registration	305	325
Youth Open Gym Basketball	53	97
Adult Open Gym Basketball	42	91
Youth Wrestling	27	24
Baseball/Softball Registration (as of March 1)		
Youth Baseball	149	165
Youth Softball	31	57
Activities/Programs	-	-
Monster Jam Trip	17	n/a
Belly Dancing	11	3
Karate	15	19
Facility Usage	-	-
Community Room Attendance	1,055	900
Community Room Reservations	25	25
Teen Center Attendance-CHHS Students	63	143
Teen Center Attendance-CHMS Students	232	305



Parks-Horticulture-Buildings & Grounds

- Repaired leaking water lines in jail cells at Courthouse.
- Replaced dog flaps on runs at Animal Shelter.
- Replaced broken blinds in Special Ops office at Public Safety.
- Cut up and removed debris from tree blown over due high winds at White Bank Park.
- Repaired broken water lines due to freezing in Shepherd Stadium.
- Thawed out frozen water lines in concession stand at soccer complex.
- Plowed snow from parking lots at Community Center and around Shepherd Stadium.
- Cleared snow and ice from sidewalks around Community Center, Shepherd Stadium, Courthouse, Public Safety, and Library.
- Secured doors to old Courthouse to prevent future entry by thieves stealing copper.
- Repaired broken split rail fence at Roslyn Landing walking trail.
- Remodeled first base locker room at Shepherd Stadium - removed old carpet, shower stalls and toilet stall. Painted floors, built new benches and toilet stall.
- Raked pine needles and spread as ground cover in beds at sites.
- Cut back or cut Fountain grasses, Pampass and Liriope grasses at sites.
- Trimmed shrubs beside building and parking lot at Library.
- Assisted with snow removal around Senior Center and Courthouse.

X. RECREATION & PARKS DEPARTMENT (CONTINUED):

AGENCY ON AGING

Activities	2015	2014
AARP	12	canceled
Bingo in Center	52	48
Bowling	260	256
Bridge Party	48	96
Bridge Tournament	112	canceled
Crochet & Knitting	72	56
Senior Club Meeting	82	78
Club Board Meeting	12	12
Computer Class	13	n/a
Senior Citizen Dance	104	canceled
Sing A-Long	8	39
Sing A-Long-CH Health Center	n/a	12
Valentine Luncheon	47	n/a
Awareness/Education		
Chronic Wellness	10	n/a
Classes		
Bob Ross Video Painting	10	n/a
Gems By James	24	6
Pillow Blanket Class	10	n/a
Painting Class Claudine Pond	0	3
Painting Non-Instructional Friday	24	n/a
Painters Group	48	32
Sewing Class	8	16
Splash of Color	18	14
Tap Class Intermediate	42	20
Tap Class Advance	49	111
Quilting Class	48	42
Quilts for Vets	14	10
Watercolor	10	14
Watercolor Faye Henderson Class	24	36
Fitness		
Strength & Stretch M/W/F	171	180
Sit Down Exercises T/TH	153	243
Yoga	60	58
Muscles in Motion M/W/F	168	222
Tai Chi	26	28
Trips		
Atlantic City Trip	0	40
Quilters Trip	8	13
Total	1747	1685

Meals	2015	2014
Home Del Meals	9	9
Site Meals	75	98
Total	84	107
Transportation / Donations		
Total Passengers	53	47
Total Trips	373	360
Total Miles	2533	2123
Wheelchairs	41	32
Volunteer Hours	60	10
Donations	\$201.20	\$211.00



Violet Bank Museum

	<u>2015</u>	<u>2014</u>
Attendance	95	105

- Inventory & Collection management
- Program preparation.

XI. OFFICE ON YOUTH & HUMAN SERVICES:

➤ Youth Advisory Council Activities

- 14 YAC Members Attended February Meeting
- 5 YAC Members and Advisor Volunteered at Dunlop House for Valentine's Dance
- 5 YAC Members and Advisor Shopped for Fleece for the Volunteer-a-thon Event
- 5 YAC Officers and Advisor met to plan for March Meeting

➤ Youth Service Commission

- The Youth Services Commission met in February and is recruiting new members.

➤ Kids' After School Program

- **Enrollment for KAP** :Tussing – 13; Lakeview – 23; CHMS – 25; North – 18.
- Staff: 5; JTCC Work-study students- 4; VSU -3.
- Volunteers- Community – 2; Matoaca – 41 CHHS -3 VSU -25.
- Interns – Social Work 1, Criminal Justice – 1
- Field trips – Swader's and the Bowling Alley

➤ Substance Abuse Prevention Activities

- 11 teens received Virginia ABC, VASAP, Drive Smart Virginia, Geico Insurance, MADD, AAA, State Police information at driver's licensing ceremony

➤ Ongoing Monthly Meeting/Trainings

- Interagency Prevention Team
- Kiwanis Meetings/Board Meeting and Terrific Kids
- Colonial Heights School Board Meeting
- Senior Staff Meeting
- Juvenile and Domestic Violence Task Force Meeting
- ACHIEVE Training Center – Mediation, Innovation, Leadership and Management
- Crisis and Trauma Resource Institute – Bullying Prevention
- The Charged Life, High Performance Academy, The Motivation Manifesto – Brendon Burchard
- SPARK (Short, Proactive, Action-Oriented, Realistic, Knowledgeable) Talks - SAMHSA
- TAMAR (Trauma, Addiction, Mental Health, and Recovery) Training
- Family Assessment & Planning Team
- Positive Parenting Coalition
- Community Coalitions of Virginia
- VJCCCA Regional meeting
- CSA Policy & Management Team

➤ Diversion Program Participation

• Community Service

15 youth completed 115 hours of Service Learning

• Shoplifting Diversion

15 youth and a parent attended the Shoplifting Diversion Program

• Case Management

2 youth and parent received Case Management Services

• Miscellaneous Youth Services

0 Youth Completed 0 hours of Community Service

XII. FLEET MAINTENANCE:

	# Workorders	Total	Sublet	Sublet total
2015	76	\$20,066.63	8	\$1,926.89
2014	89	\$15,735.30	14	\$3,165.50

Sublet repairs consist of the following

Glass Replacement	\$1,028.43
Seat repair	\$ 525.00
Towing	\$ 142.50
Tire Repair	\$ 181.96